



**Glenda Ritz, NBCT**  
Indiana Superintendent of Public Instruction

## **INTERNSHIP ANNOUNCEMENT**

### **Intern for Child & Adult Care Food Program**

**JOB POSTING ID:** 601385  
**APPLY BEFORE:** March 4, 2016  
**LOCATION:** Indianapolis  
**TO APPLY:** [www.careers.IN.gov](http://www.careers.IN.gov)  
**HIRING SALARY:** **\$11.30 per hour**

### **Summer Internship Description**

The Child and Adult Care Food Program (CACFP) is a federal nutrition program administered locally by the Indiana Department of Education. The program provides reimbursement for nonresidential child care and adult care institutions to plan, purchase, prepare, and serve nutritious meals and snacks to eligible participants.

#### **General Duties:**

- Farm to Preschool committee tasks, including:
  - Gathering and reviewing resources
  - Collaborating with the Indiana Farm to School Network
- Assist with the development of training presentations
- Assist with state nutrition reviews of child care facilities participating in the Child and Adult Care Food Program
- Continue efforts to convert paper documents into electronic records
- Other duties as necessary including reviewing menus and developing nutrition and health education factsheets/resources.
- Attend professional meetings and training which will provide networking opportunities, an understanding of state nutrition programs, and information about other related programs and organizations that partner/collaborate with the Child and Adult Care Food Program

#### **Qualifications:**

- Background in Public Health, Nutrition, Hospitality Management, or other related discipline.
- Strong oral and written communication skills.
- Proficient in Microsoft Office.
- Organized and detail-oriented.

**Details:**

- Full time up to 37.5 hours per week, Monday-Friday 8am-4:30pm at downtown Indianapolis office
- May begin as early as spring classes end and work until school begins or longer if interested (maximum of 180 days)

For questions, contact Heather Stinson at [hstinson@doe.in.gov](mailto:hstinson@doe.in.gov) or 317-232-0869